

Corvallis School District 509J

Code: **IICC**
Adopted: 6/23/08
Readopted: 2/25/13
Orig. Code(s): 9400

Volunteers

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of district personnel.

Each school is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the principal and/or designee. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the safety, welfare and educational growth of students.

Nonexempt employees¹ may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services² as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.³

Each volunteer will complete a Volunteer Application form and a criminal history background check.

Violation of confidentiality or privacy rights of another individual is strictly prohibited.

END OF POLICY

Legal Reference(s):

[ORS Chapter 243](#)
[ORS 326.607](#)
[ORS 332.107](#)

[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2006).

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks/Fingerprinting

¹There are three types of FLSA exemptions: those for executive, administrative, and professional employees. Generally employees who are exempt under the executive, administrative, or professional exceptions must primarily perform executive, administrative, or professional duties at least 50 percent of the employee's time.

²Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

³Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and advisors for cheerleading and other district-sponsored activities for FLSA district impacts.